

PROCUREMENT CONTRACTS

The Division of Finance and Procurement consistently provides comments and requests for additional information to using departments within 1 or 2 days to expedite the procurement process as much as possible. For purposes of this chart, the number of days includes the entire period from original receipt of the document until the Office signs it for form and legality. Although the majority of documents were reviewed the same day as receipt or shortly thereafter, a number of contracts took significantly longer to review, because they raised questions and needed further negotiations. Also, the Division often encounters delays when requesting additional information from the using departments—the workload of the departments does not allow quick responses in many instances.

Claims arise when goods or services are purchased without a contract in place or without a proper encumbrance. Considering the volume of procurement contracts managed by the County, the handful of claims that require attention during the course of a year is commendable.

Monthly details for contract reviews

Date	Contracts reviewed	Average time
12/16/10 to 2/15/11 Note: this collects 2 months of reviews	87	4.5 days
11/16/10 to 12/15/10	26	10 days
10/16/10 to 11/15/10	37	6 days
9/16/10 to 10/15/10	50	9.2 days
8/16/10 - 9/15/10	80	5.6 days
6/16/10 to 8/15/10 Note: this collects 2 months of reviews	135	5 days
5/16/10 to 6/15/10	66	4.4 days

Date	Contracts reviewed	Average time
3/16/10 to 5/15/10 Note: this collects 2 months of reviews	231	1.4 days
2/16/10 to 3/15/10	52	3.6 days
1/16/10 to 2/15/10	47	3.3 days
12/16/09 to 1/15/10	32	4.6 days
11/16/09 to 12/15/09	84	5.2 days

Annual statistics, negotiations and claims

Negotiations during FY10	15 negotiations	This number does not reflect the items that began as reviews for form and legality and became negotiations.
July through December 2010	8 claims completed	As of January 2011, 3 new claims were received and remain pending.
January through June 2010	5 claims completed	As of June 2010, 4 new claims were received and remain pending.
General performance of contract reviews for FY10	800 standard reviews for form and legality 67 average per month	Average review 4.3 days

Please see the following pages for the Procurement Contracts closed from December 16, 2010, to February 15, 2011.

Montgomery County
Procurement Contracts Closed 12/16/2010 - 02/15/2011

File #	File Name	Received	Completed	Dept	Attorney
A11-00079	1st Choice Staffing, LLC d/b/a 1st Choice Government	01/20/2011	02/02/2011	OHR	POTISD
	Description: Contract for temporary support services on an as-needed basis.				
A11-00005	Alpha Construction & Engineering Corporation, # 8504	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price adjustment amendment.				
A11-00090	Arbor E&T, LLC	01/24/2011	01/28/2011	HHS	POTISD
	Description: Contract for employment services to foster youth.				
A11-00038	Betah Associates, Inc., # 1003772	01/06/2011	01/10/2011	HHS	POTISD
	Description: Grant funded contract for HIV prevention services.				
A11-00129	Boundtree Medical, LLC	02/02/2011	02/03/2011	MCFRS	POTISD
	Description: Amendment # 4- to add additional manufacturers and products to the contract.				
A11-00080	BPX Technologies, Inc.	01/20/2011	02/02/2011	OHR	POTISD
	Description: Contract for temporary support services on an as-needed basis.				
A11-00046	CA, Inc., # 0343000063AA, # 6	01/13/2011	01/13/2011	DTS	POTISD
	Description: Amendment to extend the contract term through January, 2012.				
A11-00163	CIBER, Inc., # 8351000174BB, # 5	02/09/2011	02/09/2011	DTS	POTISD
	Description: Amendment to correct typographical errors in reference to contract number on prior amendments.				
A11-00037	Colossal Contractors, Inc., # 0366100102-FH, # 2	01/07/2011	01/10/2011	DGS	POTISD
	Description: Amendment to add facility for service.				
A11-00130	Community Connections, Inc., # 3648001002-AA, # 13	02/03/2011	02/03/2011	HHS	POTISD
	Description: Amendment to include additional compensation provided by Council Grant.				

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A11-00123	CRW Parts, Inc., # 7507000587-FH, # 3	02/01/2011	02/02/2011	DGS	POTISD
	Description: Extension beyond the term with 10 day kickout clause.				
A11-00142	CSI Computer Specialists, Inc., # 6343000262-AA, # 5	02/07/2011	02/07/2011	DTS	POTISD
	Description: Assignment of Contract to SMS Systems Maintenance Service, Inc.				
A10-02221	Dolores F. Booher d/b/a Booher & Associates, # 10018	12/21/2010	12/21/2010	DOT	POTISD
	Description: Contract for Meter Housing Painting				
A10-01998	EMC Corporation	11/09/2010	12/17/2010	DPS	FEDERK
	Description: Contract for support for documentum software.				
A11-00041	Family Services, Inc., # 6641001004-AA, # 7	01/10/2011	01/10/2011	HHS	POTISD
	Description: Amendment to replace Request for Services Form with updated Request for Services Form.				
A11-00112	Fisher Scientific Company, LLC	01/31/2011	02/02/2011	MCPD	POTISD
	Description: Contract for humidified incubator.				
A11-00091	Food & Friends, Inc., # 1002995	01/24/2011	01/31/2011	HHS	POTISD
	Description: Contract for home-delivered meals to seniors.				
A11-00014	Gannett Fleming, Inc./Greenman-Pederson, Inc., # 8504	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				
A11-00105	Georgetown Paper Stock of Rockville, Inc.	01/25/2011	02/02/2011	DGS	POTISD
	Description: Brdige contract for recycling services.				
A11-00011	Greenhorne & O'Mara, Inc., # 8504520010-BF, # 2	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				

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A11-00008	Greenhorne & O'Mara, Inc/Century Engineering, Inc., #	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				
A11-00006	Greenman-Pederson, Inc/Gannett Fleming, Inc., # 8504	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price adjustment amendment.				
A10-02206	Group Hospitalization & Medical Services, Inc. d/b/a C.	12/20/2010	12/20/2010	OHR	POTISD
	Description: Extension and rates for the extended term.				
A11-00120	Guide Program, Inc., # 1648001034-AA, # 17	02/02/2011	02/02/2011	HHS	POTISD
	Description: Amendment to adjust FY11 funding to full amount of council grant.				
A11-00070	Hanover Uniform Company, # 8508000268-AA, # 3	01/19/2011	01/19/2011	DOT	POTISD
	Description: Extension beyond the term w/ 10 day kickout clause.				
A10-02172	Hector the Designer, Inc., # 1000469, # 1	12/14/2010	12/20/2010	MCPD	POTISD
	Description: Amendment to contract for uniform alterations - changing items that require pre-approval.				
A11-00145	Holy Cross Hospital of Silver Spring, Inc., # 1004883	02/07/2011	02/10/2011	HHS	POTISD
	Description: Contract for cancer and tobacco programs (grant funded).				
A10-02229	Home Instead Senior Care, Inc., # 2645001046AAm # 1	12/22/2010	12/23/2010	HHS	POTISD
	Description: Termination by mutual consent.				
A10-02218	HORIBA Jobin Yvon, Inc.	12/14/2010	02/07/2011	MCPD	POTISD
	Description: Contract for humidified incubator for forensics division.				
A11-00121	Housing Opportunities Commission , # 1002743, # 1	02/02/2011	02/03/2011	HHS	POTISD

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File #	File Name	Received	Completed	Dept	Attorney
	Description: Amendment to extend contract term and provide for compensaton during extended term.				
A10-02222	Interfaith Works, Inc., # 1001090, Amendment # 1	12/21/2010	12/21/2010	HHS	POTISD
	Description: Amendment to Records & Reports section.				
A10-02141	J & E Associates, Inc., # 7648150013-AA, # 7	12/10/2010	12/16/2010	HHS	POTISD
	Description: Extension beyond the term for 6 months w/ 10 Day Kickout Clause				
A11-00155	J. Roland Corp, # 036600021	02/09/2011	02/10/2011	DGS	POTISD
	Description: Contract for custom millwork and carpentry.				
A11-00007	Johnson, Mirmiran & Thompson, Inc., # 8504510039-C	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				
A11-00108	K. Neal International Trucks, Inc., # 7507000587-AH, #	01/31/2011	01/31/2011	DGS	POTISD
	Description: Extension beyond the term.				
A11-00107	K. Neal International Trucks, Inc., # 7507000587-DH, #	01/31/2011	01/31/2011	DGS	POTISD
	Description: Extension beyond the term.				
A11-00106	K. Neal International Trucks, Inc., # 7507000587-EH, #	01/31/2011	01/31/2011	DGS	POTISD
	Description: Extension beyond the term.				
A10-02207	Kaiser Foundation Health of the Mid-Atlantic States, Inc	12/20/2010	12/20/2010	OHR	POTISD
	Description: Extension of the contract term and rates for extended term.				
A10-02233	Kelly Services, Inc., # 6331000130-CC, # 6	12/23/2010	12/23/2010	OHR	POTISD
	Description: CPI Price adjustment and extension with kickout clause.				

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A11-00053	MAF Consulting Services, LLC, # 1004451	01/13/2011	01/31/2011	CE	FEDERK
	Description: Contract for consulting services for Public Safety System Modernization.				
A10-02235	Manpower, Inc., # 6331000130-AC, # 5	12/23/2010	12/23/2010	OHR	POTISD
	Description: Extension with 10 day kickout clause				
A10-02173	Misonix, Inc.	12/10/2010	12/23/2010	MCPD	POTISD
	Description: Contract for humidified incubator.				
A10-02244	Montgomery College	12/28/2010	02/03/2011	C&R	POTISD
	Description: Grant funded contract for computer training for residents of pre-release center.				
A10-02240	Montgomery County Humane Society, Inc., # 04740190	12/27/2010	12/27/2010	MCPD	FEDERK
	Description: Extension of contract and compensation for goods & services provided during the extended term.				
A10-02230	Montgomery County Muslim Foundation, Inc., # 10057	12/22/2010	12/23/2010	HHS	POTISD
	Description: Modification to Reports Section.				
A11-00089	Motorola Solutions, Inc., # 0344000335-AA, # 1	01/24/2011	01/24/2011	DTS	POTISD
	Description: Name change amendment.				
A11-00088	Motorola Solutions, Inc., # 1004391, # 1	01/24/2011	01/24/2011	DTS	POTISD
	Description: Name change amendment.				
A11-00087	Motorola Solutions, Inc., # 7344000063-AA, # 28	01/24/2011	01/24/2011	DTS	POTISD
	Description: Name Change amendment.				
A11-00086	Motorola Solutions, Inc., # 8344000306-AA, # 3	01/24/2011	01/24/2011	DTS	POTISD
	Description: Name Change Amendment.				

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A11-00085	Motorola Solutions, Inc., # 9344000252AA, # 3	01/24/2011	01/24/2011	DTS	POTISD
	Description: Name change amendment.				
A10-02201	National Vision Administrators, # 5331000136AA	12/20/2010	12/20/2010	OHR	POTISD
	Description: Extension beyond the term for vision benefit contract.				
A11-00154	Network Engineering and Resource Development Speci	02/09/2011	02/10/2011	DOT	POTISD
	Description: Contract for web related technology services and support on a task order basis.				
A11-00143	Northrop Grumman Information Technology, Inc., # 63-	02/07/2011	02/07/2011	DTS	POTISD
	Description: CPI - Based Price Adjustment.				
A11-00009	O'Connell & Lawrence, Inc., # 8504510039-EF, # 2	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				
A11-00117	Piracle, Inc.	02/02/2011	02/03/2011	FIN	FONCAS
	Description: Emergency Procurement for re-printing W-2s.				
A10-02228	Pride Youth Services, Inc., # 6644260132-BB	12/23/2010	12/23/2010	HHS	POTISD
	Description: Amendment to correct clerical error in Contractor's address.				
A11-00016	Primary Care Coalition of Montgomery County, MD, In	01/03/2011	01/03/2011	HHS	POTISD
	Description: Contract for consulting services for Montgomery Cares Clinics.				
A11-00139	Principal Decision Systems International, # 8491040002	02/07/2011	02/07/2011	MCPD	POTISD
	Description: Extension beyond the term with Director's approval.				
A10-02202	Prudential Insurance Company of America, # 53310001	12/20/2010	12/20/2010	OHR	POTISD
	Description: Extension beyond the term.				

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A10-02241	Qiagen, Inc. Description: Contract for "validation" of QIAcube robots.	12/27/2010	01/25/2011	MCPD	POTISD
A11-00109	Quality Automotive Warehouse, Inc., # 7507000587-BF Description: Extension beyond the term.	01/31/2011	01/31/2011	DGS	POTISD
A11-00110	Quality Automotive Warehouse, Inc., # 750700587-HH Description: Extension beyond the term.	01/31/2011	01/31/2011	DGS	POTISD
A11-00054	Rock Creek Foundation, Inc., # 1648001010-AA, # 12 Description: Increase in compensation in accordance with Council Grant amount.	01/13/2011	01/13/2011	HHS	POTISD
A11-00010	Rummel, Klepper & Kahl, LLP, # 8504520010-AF, # 2 Description: Price Adjustment Amendment.	01/03/2011	01/03/2011	DOT	POTISD
A11-00018	Sigal Construction Corporation, # 8504510006-AA, # 1 Description: Amendment # 1 -extended warranty and maintenance bonds for future concrete masonry repair that may be needed.	01/04/2011	01/05/2011	DGS	MARKOJ
A10-02174	SmartChoice Foods, Inc., # 1004177 Description: Bridge contract for food products for Corrections.	12/15/2010	01/13/2011	C&R	POTISD
A11-00078	SPS Consulting, LLC Description: Contract for temporary support services on an as-needed basis.	01/20/2011	02/02/2011	OHR	POTISD
A11-00081	St. Luke's House, Inc., # 0648050205-AA, # 1 Description: Amendment to adjust compensation to match Council Grant amount.	01/20/2011	01/20/2011	HHS	POTISD
A11-00017	Static Power Conversion Services, Inc., # 8506030196A	01/03/2011	01/03/2011	DGS	POTISD

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	Description: Extension beyond the term.				
A11-00176	Suburban Hospital, Inc., # 1004882	02/14/2011	02/14/2011	HHS	POTISD
	Description: Contract for cancer screening and prevention services. (Grant funded)				
A11-00167	Tanya Proffitt, # 0724108070AA, # 1	02/10/2011	02/10/2011	RECR	POTISD
	Description: Amendment to terminate contract by mutual consent.				
A10-02236	Temporary Solutions, Inc., # 6331000130-BC, # 6	12/23/2010	12/23/2010	OHR	POTISD
	Description: Extension with 10 day kickout clause and CPI price adjustment.				
A10-02069	TFM Enterprises, Inc. t/a Home Instead Senior Care	11/24/2010	12/23/2010	HHS	POTISD
	Description: Contract for in-home support services. (Grant funded).				
A10-02170	The Best Battery Company, # 1003295	12/09/2010	12/20/2010	MCPD	POTISD
	Description: Bridge contract for automotive batteries.				
A11-00013	The Wilson T. Ballard Company, # 8504520010-DF, #	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				
A11-00162	Thomas Walsh	02/09/2011	02/09/2011	HHS	POTISD
	Description: Knowledge Transfer Contract.				
A11-00055	Threshold Services, Inc., # 5648001004-AA, # 9	01/13/2011	01/13/2011	HHS	POTISD
	Description: Amendment to increase compensation in accordance with Council Grant Award amount.				
A11-00138	Tyler Technologies, Inc., # 8341000056-AA. # 16	02/04/2011	02/07/2011	DTS	POTISD
	Description: Amendment to include enhancement to Tax Receivables System (\$15K)				

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A10-02205	United Concordia, Inc., # 53310000137AB, # 6	12/20/2010	12/20/2010	OHR	POTISD
	Description: Extension beyond the term and rates for the extended term.				
A10-02204	United Concordia, Inc., # 5331000137BB, # 5	12/20/2010	12/20/2010	OHR	POTISD
	Description: Extension beyond the term and rates for the extended term.				
A10-02208	United Healthcare Insurance Company, # 8331000299A	12/20/2010	12/20/2010	OHR	POTISD
	Description: Extension of contract term and rates for extended term.				
A11-00015	URS Corporation, # 8504520010-FF, # 2	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				
A11-00124	Vehicle Maintenance Program, Inc., # 7507000587-CH	02/01/2011	02/02/2011	DGS	POTISD
	Description: Extension beyond the term w/ 10 day kickout clause.				
A11-00125	Vehicle Maintenance Services, Inc., # 7507000587-GH	02/01/2011	02/02/2011	DGS	POTISD
	Description: Extension beyond the term with 10 Day Kickout Clause.				
A11-00004	Wallace, Montgomery & Associates, LLP, # 850451002	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				
A11-00012	Whitman, Requardt & Associates, LLP # 8504520010-C	01/03/2011	01/03/2011	DOT	POTISD
	Description: Price Adjustment Amendment.				
A10-02243	Workforce Solutions Group of Montgomery County, Inc	12/28/2010	02/03/2011	C&R	POTISD
	Description: Grant funded contract to provide computer training services to persons in Pre-Release center.				